

## DODGE COUNTY FINANCE COMMITTEE

February 9, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Adelmeyer, Frohling, Gohr, and Schaefer.

Member absent and excused: Uttke.

Others present: County Board Chairman Russell Kottke, County Administrator Jim Mielke, Finance Director Julie Kolp, Deputy County Clerk Christine Kjornes, Information Technology Director Ruth Otto, Physical Facilities Director Russ Freber, Highway Commissioner Brian Field, Human Services and Health Director Janet Wimmer, Fiscal Support Services Division Manager Ken Kamps, Clearview Director of Finance Bill Wiley, County Clerk Karen Gibson, Emergency Management Director Amy Nehls, Chief Deputy Sheriff Scott Smith, Dodge County Circuit Court Judge Steven G. Bauer, Land Resources and Parks Director Joyce Fiocco, Manager of Parks and Trails Bill Ehlenbeck, and County Board Supervisor Jeff Berres.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Gohr, seconded by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried.

Motion by Schaefer, seconded by Adelmeyer to approve the January 12, 2016 minutes as presented. Motion carried

Finance Director Julie Kolp provided an oral report to the Committee regarding a Resolution Requesting to Carry Over Funds from Budget Year 2015 to Budget year 2016. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$596,234 on the 2016 adopted Budget. Ms. Kolp provided the Committee with additional information which included a memo from Information Technology Director Ruth Otto, a memo from Land Resources and Parks Director Joyce Fiocco, a memo from Chief Deputy Sheriff Scott Smith, and a memo from Physical Facilities Director Russ Freber. Ms. Kolp further reported that Exhibit "A" of the packet materials has been updated to include the following information: a change to Information Technology, line 2B, under the Justification Column, and the language should read *Fix is expected April 2016*, not 2015; the park names have been added to the Project/Specific Purpose column for Land Resources and Parks; and the building names have been added to the Project/Specific Purpose column for County Building/Maintenance. Carryover Funds include:

- \$100,962 in BU 4855 – Human Services and Health for Netsmart Technologies myEvolv Software
- \$30,000 in BU 1811 – Information Technology for F5 Load Balancer
- \$27,000 in BU 1811 – Information Technology for Ironport/Firewall Replacement
- \$6,000 in BU 7863 – Land Resources and Parks for Harnischfeger Park – North Pavilion Concrete

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- \$57,476 in BU 7865 – Land Resources and Parks for Astico Park – Danville Camping Area Rehab
- \$2,000 in BU 7866 – Land Resources and Parks for Derge Park – Replace a collapsing culvert
- \$60,000 in BU 811 – Land Resources and Parks for Land Information Management System Software (LIMS)
- \$89,206 in BU 2032 – Sheriff for Radio Communication Dispatch Console
- \$10,000 in BU 1901 – County Building/Maintenance for Boulevards on the Hwy 26 side of the Administration Building
- \$4,745 in BU 1905 – County Building/Maintenance for Henry Dodge Office Building Thermostats
- \$173,620 in BU 1905 – County Building/Maintenance for Henry Dodge Office Building Air Conditioner Replacement
- \$1,000 in BU 1906 – County Building/Maintenance for Motorola Radio
- \$22,000 in BU 2901 – County Building/Maintenance for Courthouse Flooring
- \$6,810 in BU 2902 – County Building/Maintenance for Jail Counter Top Replacement
- \$5,415 in BU 2902 – County Building/Maintenance for Jail Counter Top Replacement

Motion by Schaefer, seconded by Gohr to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution 15-70 - Carry Over and Re-Appropriate funds in the amount of \$17,500 in the 2015 Budget to the 2016 Budget for the Dodge County Human Resources Department, to be used to pay for the purchase of compensation consulting services from Carlson Dettmann. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$17,500 on the 2016 adopted Budget. Motion by Gohr, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution to Carry Over and Re-Appropriate funds in the amount of \$3,500 in the 2015 Budget to the 2016 Budget for the Dodge County Clerk, to be used for the purchase of office supplies and small equipment. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$3,500 on the 2016 adopted Budget. Motion by Schaefer, seconded by Gohr to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution to Carry Over and Re-Appropriate funds in the total amount of \$32,810 in the 2015 Budget to the 2016 Budget for the Maintenance Department, to be used in 2016 to pay costs in the amount of \$25,000 associated with the installation of two (2) air conditioning units in the Dodge County Legal Services Building, and to pay costs in the amount of \$7,810 for the removal and replacement of countertops in the Courtroom of Branch I of the Dodge County Circuit Court.

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The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$32,810 on the 2016 adopted Budget. Motion by Schaefer, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution to authorize amendment to the 2015 Budget of the Highway Department. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2015 adopted Budget. Highway Commissioner Brian Field reported to the Committee that the Highway final 2015 year end report will be completed in April. Motion by Adelmeyer, seconded by Schaefer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Fiscal Support Services Division Manager Ken Kamps provided an oral report to the Committee regarding the amendment to the 2015 Budget of the Health and Human Services Department. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2015 adopted Budget. Mr. Kamps reported that expenditure increase equals the expenditure decrease and revenue increase, therefore, no impact on the budget, and funds will be moved from one account to another. Motion by Gohr, seconded by Schaefer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Clearview Director of Finance Bill Wiley provided an oral report to the Committee regarding a Resolution to authorize amendment to the 2015 Budget of Clearview. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2015 adopted Budget. Mr. Wiley reported to the Committee that Clearview had an increase in revenues which included collection of old assessments, and an increase in expenses, which included additional salary and fringe benefits costs, and an increase in professional liability insurance. Motion by Schaefer, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Dodge County Circuit Court Judge Steven G. Bauer provided an oral report to the Committee regarding a Resolution to authorize amendment to the 2015 Budget for the Dodge County Circuit Courts. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2015 adopted Budget. Judge Bauer reported to the Committee that there has been an increase in expenditures for psychiatric evaluations as a result of an increase in mental commitments, and an increase in the collection of guardian ad litem fees. Judge Bauer reported that in 2014 there were a lot of mental commitments, and he is seeing an upward trend. Motion by Gohr, seconded by Schaefer to approve the Fiscal Note as presented and authorize and direct the Finance

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Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk.  
Motion carried.

Information Technology Director Ruth Otto provided an oral report to the Committee regarding a Resolution to purchase computer software and support services for the purposes of supporting the Dodge County computer system backbone and the Voice Over Internet Protocol telephone system. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Ms. Otto reported that Dodge County can save \$50,000 per year by accepting the three (3) year agreement. Ms. Otto further reported that the agreement would be entered into by and between Dodge County, Wisconsin, and Cisco Systems Capital Corporation (Cisco), with zero (0) percent interest, and a payment annually for the next three (3) years, and the payment to be made in 2016 is already budgeted. Motion by Gohr, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding Resolution 15-74 to undertake and complete the Simulcast Phase III project and the IFERN project. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$115,423 on the 2016 adopted Budget. Ms. Nehls reported that \$309,000 is budgeted, and funds in the amount of \$115,423 will be reappropriated to Business Unit 100.3415, County Sale and Use Tax – Assigned General Fund. Motion by Schaefer, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Ms. Nehls provided an oral report to the Committee regarding Resolution 15-73 to create thirty (30) new, non-benefited, occasional part-time, miscellaneous, positions of *Hazardous Materials Responder* in the Dodge County Emergency Management Department, effective February 17, 2016. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$4,994 on the 2016 adopted Budget. Ms. Nehls reported to the Committee because of current Internal Revenue Service rules and regulations, HAZMAT members must be classified as Dodge County employees, rather than independent contractors. Ms. Nehls further reported that Dodge County has always assumed liability for the HAZMAT members. Ms. Nehls reported that \$4,994 is needed to pay for wages, payroll taxes, drug testing, and reimbursement of mileage for miles traveled to and from deployments, for the newly-created positions of Hazardous Materials Responder. Ms. Nehls further reported that a memo will be included in the February 17, 2016 County Board packet materials regarding the creation of the *Hazardous Materials Responder* positions. Motion by Adelmeyer, seconded by Schaefer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Mr. Freber provided an oral report to the Committee regarding Resolution 15-84 to purchase a Skid Loader with accessories from Waupun Equipment Co., Inc. The Fiscal Note set forth in

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this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Mr. Freber reported that the 2005 John Deere with attachments purchased from Waupun Equipment, Inc., in the amount of \$32,500, less a trade-in allowance of \$16,000, in the total amount of \$16,500, for a new Gehl skid loader with accessories, is already in use. Motion by Schaefer, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Mr. Field provided an oral report to the Committee regarding a Resolution to purchase one (1) 2016 Crafcro Twin Pump Crackfilling Melter/Applicator in the amount of \$90,569.59. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Mr. Field reported that this is a replacement machine, and Crafcro is the only vendor that makes a twin pump crackfilling melter/applicator. Motion by Gohr, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Mr. Field provided an oral report to the Committee regarding a Resolution to purchase an equipment package consisting of a skid steer loader, a compact track loader, and a mini excavator from Fabrick CAT in the amount of \$200,500. Mr. Field reported that the quotations were to include annual exchange and buyback options after five (5) years. Mr. Field further reported that each quotation received is reviewed to make sure all aspects of the proposal were met. Mr. Field reported that tires and tracks will be replaced each year on this equipment, and a spreadsheet will be included in the February 17, 2016 County Board packet materials providing information on the vendor quoted packages. Motion by Schaefer, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

The Committee had a brief discussion on the request from the Sheriff's Department to purchase Glock Night Sights from Kiesler's Police Supply Inc, in the amount of \$4,690. Chief Deputy Sheriff Scott Smith reported that ten (10) pistols are being replaced. Motion by Gohr, seconded by Schaefer to approve the purchase of ten (10) Glock Night Sights from Kiesler's Police Supply Inc., in the amount of \$4,690. Motion carried.

Administrator Mielke provided an oral update to the Committee regarding the Request for Proposals (RFP) for borrowing, in the amount not to exceed \$2.0 million dollars, for the construction of a satellite Highway Shop in Neosho, Wisconsin. Mr. Mielke further reported that the project bid opening is scheduled for February 18, 2016, the Highway Committee will meet on February 25, 2016 and March 3, 2016 to review the bid results. Mr. Mielke reported that he has a list of Dodge County Lenders that will receive the letter listing the details of the borrowing proposal, which will include a three year term, five year term, and seven year term; level principle in annual payments; a fixed interest rate; no pre-payment penalty; and itemization of all fees and or closing costs related to issuance of the debt. Ms. Kolp asked if a semi-annual interest

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rate should also be included in the details of the borrowing proposal. Mr. Mielke stated that he would add semi-annual interest payment to the borrowing proposal details. Ms. Kolp asked when the \$2.0 million dollars would be due, and Mr. Field responded that the \$2.0 million dollars would be due in the last quarter of 2016. Supervisor Frohling commented that the letter to the Dodge County Lenders should include a nine (9) month construction note and term 3, 5, 7 from there. Mr. Mielke stated that he would revise the letter to the Dodge County Lenders to include a reference to the estimated completion of the project at the end of the year 2016, and a nine (9) month construction note and term 3, 5, 7 from there. It was a consensus of the Committee to allow Mr. Mielke to revise the letter to the Dodge County Lenders to include a reference to the estimated completion of the project at the end of the year 2016, and a nine (9) month construction note and term 3, 5, 7 from there, and then mail the revised letter to the lenders. Mr. Mielke reported that he will also reference the March 8, 2016 Finance Committee meeting, so the Dodge County Lenders can attend.

Ms. Kolp provided an oral report to the Committee regarding the request by the State of Wisconsin Department of Health Services for additional information regarding the 2014 Audit Report. Ms. Kolp reported that she received a letter dated February 3, 2016, from Lori Cretney, Auditor-Senior, from the Wisconsin Department of Health Services, requesting detailed information regarding the 2014 material weaknesses audit findings. Ms. Kolp further reported that Dodge County must reply within thirty (30) days with detailed information on the corrective actions taken by Dodge County. Ms. Kolp reported that Johnson & Block will review our response to the State of Wisconsin Department of Health Services.

Mr. Wiley provided an oral report to the Committee regarding Clearview Balance Reconciliation. Mr. Wiley reported that Clearview received two (2) material weakness findings in the year 2014, 2014-001 and 2014-002, that had five (5) issues. Mr. Wiley further reported that accounts receivable reconciliation has been performed but is awaiting verification from Ms. Kolp and Johnson & Block, 2015 prepaid room charges have been reconciled, and the reconciliation of the undeposited cash clearing account has now been added as part of the year end procedures. Mr. Wiley reported that the supplemental funds account has been adjusted to match the receipts for the year 2015, all balance sheet accounts have been flagged to note the next time a reassessment needs to be performed to adjust the monthly expense entries, and the corrective action procedures for the findings will be included in the response to the State of Wisconsin Department of Health Services.

Ms. Kolp reported to the Committee that she received no information on the findings related to Federal and State awards for the year ending December 31, 2014.

Ms. Kolp provided an oral report to the Committee regarding the Johnson & Block engagement letter and additional services. Ms. Kolp reported that Mr. Mielke received a letter dated January 13, 2016, from Johnson & Block regarding the requirement of Johnson & Block to remind Dodge County of the terms of the engagement letter each year, and the additional services for the preparation of a set of Clearview full accrual financial statements separate from the audited financial statements. It was a consensus of the Committee to include the Clearview full accrual financial statements as supplemental information along with the Dodge County financial

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statements. Mr. Mielke recommended that future engagement letters from Johnson & Block should be addressed to Ms. Kolp.

Mr. Mielke provided an oral report to the Committee regarding extended procedures performed at the Dodge County Department of Human Services. Mr. Mielke reported that Dodge County requested that a 2015 audit be performed by Johnson & Block of the Dodge County Department of Human Services, and the cost of the audit would depend on the amount of time required for Johnson & Block to complete the audit. Motion by Gohr, seconded by Schaefer to allow Johnson & Block to perform another audit on the Dodge County Department of Human Services. Motion carried. Ms. Kolp stated that she will notify Johnson & Block of this decision made by the Dodge County Finance Committee.

Ms. Kolp provided a brief oral update to the Committee regarding a proposed policy to review separate claims against Dodge County in amounts of \$10,000 or more. Ms. Kolp reported that she added the following statement to the draft policy: “8. The only exception to this policy is expenditures related to wages, fringe benefits, payroll taxes and Dodge County Treasurer Investments.” Motion by Gohr, seconded by Adelmeyer to approve and adopt the Policy Regarding Review of Separate Claims Against Dodge County in Amounts of \$10,000 or More. Motion carried.

Ms. Kolp provided an oral update to the Committee regarding a Resolution to hire Government Finance Officers Association (GFOA) as a consultant for the implementation of a new Enterprise Resource Planning (ERP) system. Ms. Kolp reported that Dodge County is still in negotiations on the terms of the contract with GFOA, and Ms. Otto and herself have compiled a document entitled *Business Case for Dodge County Enterprise Resource Planning (ERP)*, dated February 17, 2016. Ms. Kolp further reported that she is requesting feedback from the Committee regarding this business case. Ms. Otto reported that the business case reviews the history of why Dodge County needs a new ERP system. Ms. Otto further reported that the current system was implemented in 1996 and was last updated in 2013, five (5) companies responded to the Request for Proposal (RFP), the top three (3) provided demonstrations of their products, and it was determined by the RFP team that Tyler Technologies products meet the needs of the Dodge County Departments. Ms. Otto reported that Dodge County is in contact with several of Tyler Technologies customers to discuss their experience with the Tyler Technologies products. Ms. Kolp reported that the Munis product will provide Dodge County Departments with a one-click access to provide information. Ms. Kolp further reported that the consulting services of GFOA falls into the following tasks: Task 1 – Project Readiness; Task 2 – Business Process Improvement; and Task 3 – Project Oversight. Ms. Kolp reported that Task 1 – Project Readiness, and Task 2 – Business Process Improvement will take place in 2016, before the implementation of the new ERP system. It was a recommendation by Mr. Mielke that the business case be presented to the County Board members after the completion of the February 17, 2016 County Board meeting instead of being placed on their desks. Ms. Kolp reported that a summary is included in the business case, and a Table of Contacts can be added to the beginning of the document, along with contact information on the back page of the document.

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There were no questions by the Committee members on the Statement of the Dodge County Treasurer report that was included in the packet materials.

Ms. Kolp provided the Committee members with a revised document entitled *Dodge County, Wisconsin, County Sales Tax Remittances*, dated February 9, 2016. Ms. Kolp reported that the document included with the packet materials, dated December 1, 2015, referenced 2015 Remittance, and it should have referenced 2016 Remittance.

Ms. Kolp provided a brief oral report to the Committee regarding an Intra-Department Fund Transfer submitted by the Information Technology Department and the Dodge County Treasurer. Ms. Kolp reported that the Information Technology Department was offered a significant discount if they purchased a three (3) year agreement for the COOP Cloud solution, and funds will be moved from one business unit to another. Ms. Kolp further reported that the Dodge County Treasurer requested an Intra-Department Fund Transfer because a Dana Investment Advisor Fee and Interest were assigned new Business Unit Numbers.

Ms. Kolp reported that the document entitled *Dodge County, Wisconsin, Vouchers \$10,000 or more, Vouchers paid in January*, that is included in the packet materials, is printed directly from JD Edwards, and this report includes the General Fund, Human Services and Health Fund, Clearview, Drainage Districts Fund, and the Highway and Airport Department.

Ms. Kolp provided a brief update to the Committee on Kronos. Ms. Kolp reported that the Sheriff's Department is still in the process of switching from Telestaff to Advanced Scheduler, the talent acquisition portion is still being worked on, which will allow job applications to be submitted electronically, and there is still work being performed on implementing the employee performance evaluations portion of Kronos.

Mr. Mielke reported to the Committee that there has been no new activity of the External Audit Review Oversight Committee, and their next meeting is scheduled for March 15, 2016.

Mr. Wiley provided an oral report to the Committee regarding the final 2015 Clearview write offs. Mr. Wiley reported that Clearview Administrator Jane Hooper authorized write offs of uncollectible receivables in the amount of \$80,761.63, for some of the following reasons: Deceased – No Estate; Indigent; No Prior Authorization for Services; Untimely Filing of Bills; and State Appeal Denied.

Ms. Kolp provided a brief update to the Committee regarding an Internal Revenue Service (IRS) penalty. Ms. Kolp reported that she has no new information regarding Dodge County's appeal to the denial of its Request for Abatement of Penalties. Ms. Kolp further reported that a teleconference will be scheduled between Attorney Matthew McLaughlin from Zetley Law Offices, S.C., and the IRS to discuss the appeal by Dodge County.

County Board Chairman Russell Kottke reported to the Committee that a newspaper article regarding County Sales Tax Funds, was published in the Daily Citizen by Ben Rueter, on

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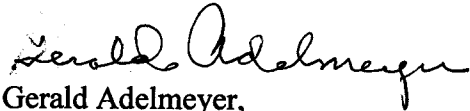
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Saturday, February 6, 2016, and an interactive chart regarding the Dodge County Sales Tax Remittances is available online.

The next regular meeting is scheduled on Tuesday, March 8, 2016, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 10:12 a.m.



Gerald Adelmeyer,  
Secretary

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**